


FOR OFFICIAL USE ONLY

Permit No.	
Registration No.	
Date Rcvd.	
Approval	

A COPY OF THIS PERMIT MUST BE MAINTAINED ON THE JOB-SITE AT ALL TIMES

Date of Application:

Will this project last more than ten (10)

Estimated Completion:

calendar days: YES or NO

Address / Location of Work:

Project Description:

FACILITY OWNER'S INFORMATION

Name	
Contact Name	
Phone	
Email	

CONTRACTOR'S INFORMATION

Company Name	
Contact Name	
Phone	
Email	

Location of work to be performed:

☐

In a public ROW

☐

In a public easement

☐

Other

Please check all that apply (\$75 per permit):

<input type="checkbox"/> Aerial	<input type="checkbox"/> Boring*	<input type="checkbox"/> Drainage/Culvert
<input type="checkbox"/> Driveway **	<input type="checkbox"/> Excavation	<input type="checkbox"/> Open Trench
<input type="checkbox"/> Pavement Cut	<input type="checkbox"/> Potholing	<input type="checkbox"/> Pulling thru Conduit
<input type="checkbox"/> Sidewalk **/**	<input type="checkbox"/> Traffic Lane Closure	<input type="checkbox"/> Underground
<input type="checkbox"/> Other (Describe)		

Small Cell Tower Installation

<input type="checkbox"/> Node (\$500)	<input type="checkbox"/> Network Node (\$1,000 per pole)	<input type="checkbox"/> Transport Facility (\$500)
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* Applicant shall be responsible to verify that City of Aurora backfill compaction standards are met. Consequently, lab reports shall be submitted to the City of Aurora for all excavations, confirming with the following characteristics:

- ☐ Where existing/future paving will occur, compaction effort (density) shall be measured and proven to be 95% of maximum density and +/- 4% of optimum moisture content as determined by standard proctor testing.
- ☐ In all other areas in the R.O.W. and being a minimum 36" from edge of pavement, compaction effort (density) shall be measured and proven to be 90% of maximum density and +/- 4% of optimum moisture content as determined by standard proctor testing.
- ☐ Compaction testing shall be done for each lift of backfill (i.e. a 9-ft excavation will require 9 separate densities for each foot of backfill).
- ☐ Compaction Test Reports shall be submitted to Transportation and Public Works Department.
- ☐ No Compaction Test Reports required for flowable or cement treated base (CTB) backfill.
- ☐ All excavation and trenching shall be in accordance with utility trench details and T.C.S.S.

** Forms must be inspected before concrete is poured.

*** Applicant or contractor is required to deposit a minimum for each cut requiring asphalt or concrete repair.

NOTE: R.O.W. Permits expire 180 days from Issued date. Small cell tower permits expire 180 days from Issued date.

LINE LOCATES ARE REQUIRED – CALL TEXAS ONE-CALL AT 811

INITIAL IN EACH BOX TO AFFIRM YOU HAVE READ AND UNDERSTAND THE CRITERIA

☐ **** ALL PLANS AND PERMIT APPLICATIONS MUST BE SUBMITTED DIGITALLY****
Attach a complete set of engineering/ construction plans(11"x17"max) that show:

1. Plan view

- ☐ Location of proposed facility
- ☐ Size of facility
- ☐ Distance from ROW or back of curb
- ☐ ROW line / Property Line
- ☐ Existing pavement and sidewalk
- ☐ Pavement, curb, or sidewalk cut dimensions
- ☐ Easements
- ☐ Bore locations and bore depths
- ☐ Locations of any handholes, manholes, switch gear, transformers, pedestals, etc.including their sizes
- ☐ Driveway: width, length, radius, spacing from adjacent driveways, adjacent utilitystructures; front property width, copy of property survey (if available).

2. Profile

- ☐ Location of proposed facility and depth
- ☐ Existing pavement and sidewalk

NOTE: Engineering/ construction plans must be to scale

☐ Working hours permitted within the ROW are from **7:00am to 7:00pm** Monday thru Friday **ONLY**.

☐ Traffic lane closures are permitted with prior approval **ONLY, 9:00am to 3:30pm**. A traffic control plan must be submitted and approved by the County and the City of Aurora for traffic lane closures.

☐ Contractor responsible for contacting emergency service providers when closing streets:
County Emergency Management Coordinator – 940.627.5870
County Dispatch – 940.627.5971

- ☐ Areas within the construction site that have been disturbed are to be restored to a condition that is equal to or better than the condition of the property prior to the performance of the work.
- ☐ Irrigation repairs **MUST BE PERFORMED BY A LICENSED IRRIGATOR.**
- ☐ Within 24 hours of completion of excavation, construction, installation, expansion, reconstruction, relocation, alteration, removal, maintenance or repair of Facilities, or other work in the Public Rights of Way, a Permittee shall temporarily restore and repair the Public Rights of Way in accordance with the City's standards and specifications.
- ☐ Final restoration must be made within fourteen (14) working days of completion and must be approved by the City of Aurora's Inspector.
- ☐ All new underground facilities must be installed to a minimum depth of 36 inches from top surface.
- ☐ Culvert, Driveway, and/or Sidewalk construction shall be in accordance with City's Traffic Engineering Design Standards and Specifications.
- ☐ Construction record drawings shall be submitted to the City of Aurora no later than ten (10) calendar days after completion of work.

Public Notification Requirements

- ☐ Contractor vehicles shall be marked with company name and telephone number.
- ☐ For projects scheduled to last more than ten (10) calendar days, a 3'x3' informational sign stating the identity of the company performing the work, a local telephone number, owner's identity, and short description of work to be performed shall be placed at the location where construction is to occur.
- ☐ Contractor shall provide written notification to all adjacent property occupants prior to beginning construction. Informational fliers shall include the name of the company performing the work, a local telephone number, owner's identity, proposed schedule, and short description of work to be performed.

Signatures

Please email the completed permit application, construction plans, and engineering plans to CBO@auroratexas.gov

I the undersigned do hereby swear or affirm that I am authorized to submit this application on behalf of the Company, Owner, or Responsible Parties contained herein.

Signature

Date

Printed Name
